

Spec. Code: 0689
Occ. Area: 01
Work Area: 660
Prom Line: None
Prob. Period: 12 mo.
Effective Date: 07/26/02

CARTOGRAPHER

Function of Job

Under general supervision from a designated supervisor, to be responsible for the preparation of maps, graphs, and other cartographic illustrations for publication and instructional use.

Characteristic Duties and Responsibilities

1. compiles, executes, and edits illustrative material derived from rough sketches, ground and aerial photographs, maps, graphs, charts, statistical and tabular data, and textual materials
2. designs and executes illustrations and captions in a manner compatible with the anticipated reproduction process and known space allocations
3. advises academic and nonacademic personnel and students on problems in cartographic presentation
4. operates and supervises the maintenance of machines and equipment in a cartographic laboratory, dark room, and related support facilities
5. uses and keeps abreast of the developments in the area of computer graphics and cartography and related hardware and software
6. supervises draftsmen and other assigned personnel
7. assists in the acquisition and maintenance of departmentally owned illustrative materials and teaching aids
8. performs other related duties as assigned

MINIMUM ACCEPTABLE QUALIFICATIONS

CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

1. (a) Bachelor's degree in geography or cartography and one year of experience in cartographic research or production

or

- (b) Master's degree in geography or cartography

PERSONAL ATTRIBUTES NEEDED TO UNDERTAKE JOB

1. extensive knowledge of drawing methods, standards, and tools
2. extensive knowledge of photographic techniques and darkroom practices
3. extensive knowledge of illustration, text reproduction, and printing procedures